



PHILIP D. MURPHY  
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**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

ANDREW J. BRUCK  
Acting Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

**February 1, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-81**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Investigator 1, Law and Public Safety  
**SALARY:** \$49,742.44 to \$70,150.48  
**LOCATION:** Division on Civil Rights  
Enforcement and Investigations Units  
1325 Boardwalk  
Atlantic City, NJ 08401  
*Statewide travel required for work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** One (1)

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD) and Family Leave Act (FLA) and preventing and eliminating discrimination and bias-based harassment in New Jersey. DCR's Investigations Unit has a team of neutral investigators who investigate complaints of discrimination and bias-based harassment.

**DUTIES:** Under close supervision of the Chief of Investigations and a Supervising Investigator, will investigate complaints of discrimination and bias-based harassment in a thorough and objective manner, including by reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the LAD or FLA has been violated. Duties will include conducting intake interviews and drafting verified complaints; drafting investigation plans, including witnesses to interview and documents to obtain; conducting interviews of parties and witnesses and summarizing relevant information learned from same; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; conducting fact-finding conferences and site visits as necessary and summarizing relevant information learned from same; drafting a summary of the investigation at the conclusion of the investigation for review and edits from the Supervising Investigator; and facilitating settlement discussions when the parties choose to resolve a complaint; will use DCR's on-line case management system (NJBias) to actively manage caseloads, moving multiple investigations forward at the same time, and tailoring investigations only to what is relevant to the particular legal claim at issue; performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** One (1) year of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity; including the preparation of investigative reports; **OR** One (1) year of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** One (1) year of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with each year of experience being equivalent to thirty (30) semester hour credits.

Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience. **You must submit a copy of your transcripts to be eligible for the internship substitution.** Internships cannot be considered without receiving a copy of your transcript, which verifies that you completed an internship as part of your Criminal Justice degree program and received, at a minimum, three (3) credit hours towards your degree.

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or other related field may be substituted for one (1) year of the non-supervisory experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-81, a current resume and college transcripts (for internship substitutions only), on or before the closing date of March 1, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

